

BUSINESS FINANCE

A study of the financial aspect of corporate management, this course will include the study of management of working capital, the appraisal of capital expenditures, the ascertainment of financial needs, and the sources and costs of raising capital.

In addition, selected papers on a range of problems in finance will be made available.

TIME: 7.30 p.m., beginning Tuesday, October 11

PLACE: Room 302, Calbraith Building

TEXT: Ashley & Smyth, *Corporation Finance in Canada*—Macmillan Company of Canada Ltd.

PART II

FINANCIAL STATEMENT ANALYSIS

The purpose of this course is to give those businessmen who have some knowledge of accounting, a greater understanding of the problems involved in the preparation, analysis and interpretation of financial statements.

The following topics will be discussed:

Generally accepted accounting principles of asset valuation and income measurement

Underlying assumptions, composition and limitations of financial statements

Form, content, and legal requirements of financial statements

Analytical techniques used to investigate financial statements

Business combinations and techniques of reorganization

Problems peculiar to consolidated financial statements

Price level accounting

TIME: 6.00 p.m., beginning Monday, October 17

PLACE: Room 347, Calbraith Building

ECONOMICS—AN INTRODUCTION

The elements of economic theory will be developed and illustrated with reference to contemporary economic problems.

Topics of discussion will include:

Price Theory and Applications

Money and Banking

National Income

Business Cycles and Economic Growth

International Trade

TIME: 6:00 p.m., beginning Thursday, September 29

PLACE: Room 243, Calbraith Building

TEXT: Samuelson—*Economics*—McGraw-Hill
(Canadian Edition)

MONEY AND BANKING

—THE CANADIAN CAPITAL MARKET

The purpose of this course is to examine the structure of the various markets that combine to form the Canadian capital market. These markets would include the bond, mortgage, stock, foreign exchange and negotiated loan markets. Special attention is paid to the Canadian banking system which dominates the capital market. Interest arbitrating relationships between Canada and the United States are examined in detail. The uses to which Canada's monetary authorities, the Bank of Canada and the Department of Finance, put the Canadian capital market to further specific macroeconomic policy goals are continuing themes.

TIME: 7:30 p.m., beginning Monday, October 17

PLACE: Room 348, Calbraith Building

TEXT: Report of the Royal Commission on Banking and Finance.

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UNIVERSITY OF TORONTO
DIVISION OF EXTENSION

FELLOWS' COURSE IN BANKING

Session 1966-67

OFFERED IN CO-OPERATION WITH
THE CANADIAN BANKERS' ASSOCIATION

FELLOWS' COURSE IN BANKING

This course is designed specifically for staff members of Canadian chartered banks. Its purpose is to provide formal education for men and women who wish to prepare themselves for responsible positions in banking.

Part I of the course consists of four subjects:

- (a) Fundamentals of Accounting
- (b) Commercial Law
- (c) Canadian Banking—Introduction
- (d) Business Finance

Subjects in Part II that will be offered this term are:

- (e) Financial Statement Analysis
- (f) Elementary Economics
- (g) Money and Banking

A student may enrol in no more than two subjects in the same session. Students must successfully complete all the work of Part I before proceeding with Part II.

A student who does not feel able to handle more than one subject a year, may elect to take only one subject.

The instruction is given in two-hour sessions in the evenings for twenty weeks, except for Economics which is for twenty-five weeks. A student who enrolls in two subjects, attends classes two evenings a week.

Classes begin: Thursday, September 29.

Examinations are written at the end of March. Only one set of examinations is conducted each term.

TUITION

The fee is \$55.00 each subject.

REFUNDS AND WITHDRAWALS

A student is held responsible for all courses in which he registers, unless he officially withdraws. Ceasing to attend a class does not constitute official withdrawal. Refunds will be considered only if they are requested before the second lecture of the course is given. Allowance cannot be made for a change of personal plans or for additional commit-

ments which a student may accept after arranging his course schedule.

Because of the cost of making adjustments, a charge of \$5.00 is made for each refund. REQUESTS FOR REFUNDS MUST BE IN WRITING AND BE ACCOMPANIED BY ADMIT-TO-LECTURE CARDS AND OFFICIAL RECEIPT.

APPLICATION

A staff member should make application through the Staff or Personnel department of his or her bank.

Applications should be submitted by September 20, 1966.

PARKING

Since parking facilities on the campus are limited, students might find it more convenient to use public transportation. A parking fee of 50¢ is charged for parking facilities on the main campus. A fee of 25¢ is charged in the parking lots on Huron, Willcocks, Bancroft, and Classic Streets.

ELIGIBILITY

A student should be in possession of a high school certificate that enables him to enter a Canadian university. The student who lacks the standing, but who has had suitable business experience may be admitted conditionally, and will be allowed to continue on the successful completion of the first year. All applications will be reviewed by an admissions committee.

Each class is limited to 50 students.

OUTLINE OF SUBJECTS

PART I

FUNDAMENTALS OF ACCOUNTING

This course deals with the fundamental principles of accounting and their application to practical business situations. Methods of recording and summarizing the results of transactions and of preparing end-of-period financial statements are described. Special attention is given to the accounts of departments, agencies, branches, partnerships and limited companies.

TIME: 7.30 p.m., beginning Monday, October 17

PLACE: Room 302, Calbraith Building

TEXT: *Accounting Principles & Practices*

R. C. N. Smiles—Ryerson Press

COMMERCIAL LAW

This course provides an introduction to the law, its origin and administration and a general study of the law of contract including the formation of a contract, interpretation, discharge, remedies and assignment with special emphasis on the contractual relations arising out of negotiable instruments.

TIME: 7.30 p.m. beginning Wednesday, October 12

PLACE: Room 302, Calbraith Building

TEXTS: Anson—*Principles of English Law of Contracts and of Agency in its Relationship to Contracts* (Ed. A. C. Guest)—Amon House

Bills of Exchange Act—Queen's Printer

Falconbridge—*The Law of Negotiable Instruments in Canada*—Ryerson Press.

CANADIAN BANKING—INTRODUCTION

This course deals with the historical development of banking in Canada, and with the organization of chartered banks and the nature of their day to day operations.

Special attention is given to credit operations and bank service. The periodic revisions of the Bank Act receive considerable attention.

In addition, the course includes a study of the organization of the foreign exchange documents and procedures.

TIME: 7.30 p.m., beginning Thursday, October 13

PLACE: Room 302, Calbraith Building

TEXT: Shepherd, *Foreign Exchange in Canada*—University of Toronto Press

Jamieson, *Chartered Banking in Canada*—Ryerson Press